

# Subscribe to Email Notifications

When your school uses email notifications, parents and students can subscribe to receive email messages when any of the following conditions occur:

- A grade below the threshold you define is recorded.

Note that you can also get reminders, announcements, and alerts via text using the free [Follett Notifications app](#).

To subscribe to email notifications:

1. Do one of the following:
  - In the Family portal: Click the Family tab.
  - In the Student portal: Click the My Info tab.
2. Click the Notification side-tab:

Subscribe	Name	Description
<input checked="" type="checkbox"/>	Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address.  In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%.  Grade Threshold <input type="text" value="70"/>

3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.

4. After viewing the description of each email, select the Subscribe checkbox if you want to receive that email notification.

Note: For the Grades notification, define a Grade Threshold between 1 and 100. The system will send an email when the student receives a grade below that percentage.

For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, click Set Preferences on the settings bar at the top of the page, then the Security sub-tab.

Note: Your changes to this page are saved automatically. There is no Save button.